

## **U.S. SENATOR MICHAEL BENNET**

### **Job Description: Regional Representative, Central Mountains or Northwest Colorado**

The Office of Senator Michael Bennet seeks applicants for the role of Regional Representative for the Central Mountains or Northwest Colorado. The position will report to the Western Slope Director.

The Office provides the opportunity to engage directly on issues of local and national importance, and a highly collaborative and supportive work environment. Work is fast-paced and changes every day. Self-directed, motivated, and entrepreneurial individuals with a desire to serve their local communities and Colorado constituents are highly encouraged to apply.

#### **Responsibilities:**

##### ***Outreach***

- Build and maintain strong relationships with government agencies, elected officials, and key community leaders in the region.
- Attend regular community meetings to provide updates on the Senator's work and engage with local leaders. Maintain a strong understanding of the Senator's position on key issues.
- Identify and track issues in the region. Provide assistance to local elected and community leaders as appropriate. Brief the Senator's leadership, legislative, and communications team as needed.
- Track federal funding and grant opportunities. Communicate funding opportunities to community partners, provide guidance and letters of support, and help celebrate success in obtaining federal funds.
- Identify priority events in the community and ensure that the Senator is represented when appropriate, either in person, by letter, or by surrogate.

##### ***Events***

- Prepare for and execute the Senator's trips to the region. Trip planning includes:
  - Developing and pitching visit ideas.
  - Internal coordination on all event and travel logistics.
  - External coordination with local partners to identify hosts, create invite lists, and facilitate events/meetings.
  - Memo writing to prepare the Senator in advance of the visit.

##### ***Policy Development***

- Support the Western Slope Director on high-priority policy issues in the Central Mountains/Northwest region, including public lands.
- In close coordination with the policy team, gather Colorado-based feedback on the Senator's legislative priorities and identify and elevate Colorado issues that are ripe for legislation or administrative action.

### ***Constituent Service***

- Provide the highest level of customer/constituent service as a representative of Senator Bennet and his office. Directly assist constituents in need of help from a federal agency.
- Hold regular office hours in communities throughout the region.
- Help constituents who contact the Senator's office obtain assistance from federal agencies, such as the Internal Revenue Service (IRS), Social Security Administration (SSA), US Customs and Immigration Services (USCIS), and Postal Service (USPS).

The job may entail other responsibilities as assigned.

### **Skills:**

#### *Required*

- Ability to interact professionally, confidently, and compassionately with members of the public, including elected and state and federal agency officials.
- Ability to write quickly, clearly, and concisely.
- Strong oral communication, including public speaking.
- Proven multi-tasking and time management, including the ability to work on tight timelines and troubleshoot.
- Excellent responsiveness to internal and external stakeholders.
- Organization and attention to detail.

#### *Desired*

- Ability to speak Spanish.
- Familiarity with federal policy, policy analysis, and/or the legislative process.

### **Desired Experience**

- Previous experience in:
  - Public service or non-profit work.
  - Community organizing and outreach.
  - Customer service.
  - Event planning.
- Local experience in Northwest Colorado or the Central Mountains including:
  - Strong existing relationships with community stakeholders
  - Working knowledge of local issues.

*Highly motivated candidates with a desire to learn quickly are encouraged to apply, even if they do not meet all of the desired skills and experience.*

**Working Conditions:** This position requires the ability to travel as needed throughout the region. Travel is reimbursable, but applicants must hold a valid driving license and own a reliable vehicle. Evening and weekend work is required on occasion.

**Location:** Must reside full-time in Grand Junction (for Northwest region) or the Central Mountains.

**Compensation:** \$55,000 - \$60,000 and federal benefits, including health insurance, paid time off, parental leave, retirement, and student loan repayment program based on eligibility.

Our Office prioritizes building a diverse team. We are an equal-opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

**To apply**, please email a cover letter and resume to [CO\\_resumes@bennet.senate.gov](mailto:CO_resumes@bennet.senate.gov) and include “Regional Representative” in the subject line. The application will remain open until filled with the first review of applications beginning on January 13, 2025.